

# MIRZA GHALIB COLLEGE, GAYA

(A Muslim Minority Deficit Grant-in-aided College Affiliated under Magadh University, Bodh-Gaya)



## A. General instruction for Applicants (Advertisement for College Faculty Positions)

1. All applicants are required to apply through Speed Post in the prescribed format with complete, correct information and attachments. The applicants will be solely responsible for the authenticity of the submitted information. Applicants are required to fill the application forms as available on the college website [www.mirzaghalibcollegegaya.ac.in](http://www.mirzaghalibcollegegaya.ac.in) . The details regarding qualifications, experience, screening guidelines and indicative proformas etc. are available on the college website [www.mirzaghalibcollegegaya.ac.in](http://www.mirzaghalibcollegegaya.ac.in) along with the advertisement no - 02/2025. The applicants are required to read these details carefully before filling up the forms.
2. Applicants should possess the prescribed qualifications as UGC criteria and experience as on the date of application, as prescribed by the UGC from time to time for the respective posts. The posts advertised carry UGC pay scales plus admissible allowances.
3. The applications received shall be screened as per criteria/test annexed with this advertisement for short listing and recommending the applicants to be called for interview.
4. Mere fulfilment of the qualification or the eligibility criteria does not entitle an applicant to be necessarily considered or called for interview.

Publications 'under submission' or submitted to referees will not be considered towards calculation of marks for publication criteria. Further, all the items for which marks are claimed should be strictly in accordance with the Screening and or shortlisting guidelines annexed with the advertisement.

5. Consequent upon adoption of self-certification provisions as required by the college shall process the applications entirely on the basis of information/documents uploaded with the application. In case the information/documents are found to be false/incorrect by way of omission or commission, the responsibility shall lie solely with the applicant and the applicant shall be liable for action as per law.
6. The shortlisted candidates called for interview should report along with all the testimonials/certificates in original along with valid photo ID (Aadhaar/Voter Id/Driving Licence/Passport). A set of self-attested photo copy of certificates/testimonials with respect to the qualifications, experience and category as applicable, indicated in the application form, duly certified by the applicants should be submitted at the time of Interview. Failing which their candidature will be cancelled.
7. Applicants serving in Government/Public Sector Undertaking (including Boards/Autonomous Bodies) are required to submit '**No Objection Certificate**' from the employer, The NOC should also indicate the vigilance clearance from the parent department.

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8. All correspondence from the college including interview letter, if any shall be sent only to the e-mail/mail or speed post address provided by the applicant in the application form.
9. Application which does not meet the eligibility criteria given in this advertisement and/or are incomplete in any respect shall be summarily rejected. Before applying applicants are advised to go through detailed notice available on the website of the college.
10. Applicant must not furnish any particulars that are false, tampered or fabricated, or suppress any material/information while submitting the application with self-certified copies/testimonial.
11. The college management further reserves the right to amend the number of posts or not to fill any of the posts mentioned in the advertisement at its discretion without assigning any reason thereof.
12. Any consequential vacancies arising at the time of interview may also be filled up from the available shortlisted candidates.
13. The College Management will verify the antecedents of the applicant at the time of appointment or anytime during the tenure of the service. In case it is found that the documents/information submitted by the candidate is false or the candidate has suppressed relevant information, the service of the candidate shall be terminated without prejudice to any other action initiated by the College Management and emoluments paid till date will be recovered through due process of law.

In case of any inadvertent mistake in the process of selection, which may be detected at any stage even after the issuance of offer letter, the college reserves right to modify/withdraw/cancel any communication made to the applicants.

14. No TA/DA shall be paid to candidates for attending interview.
15. The last date for submission of the form shall be as specified in the advertisement.
16. Canvassing in any form will be treated as a disqualification.
17. Any dispute regarding the recruitment will fall under the jurisdiction of Gaya.

## A. Number of existing posts

### I. Post "Assistant Professor"

S. No.	Subjects	Sanctioned Vacant Posts
1.	Zoology	02
2.	Physics	01
3.	Chemistry	01
4.	Mathematics	02
5.	Urdu	01
6.	Economics	02

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7.	English	01
8.	History	01
9.	Botany	02
10.	Psychology	02
11.	Commerce	05

## **B. Eligibility /Qualification for The Post of Assistant Professor (A+B)**

**PAY: Level 10 in the Pay Level**

**C. Age Limit:** The maximum age for appointment to the post of Assistant Professor shall not be more than 55 years, as on January 1st of the year of Advertisement.

## **ASSISTANT PROFESSOR:**

### **I. For the disciplines of Arts, Humanities, Social Sciences, Sciences and languages.**

#### **(A)**

- 1) Master's degree with 55% marks (or an equivalent grade in a point- scale wherever the grading system is followed) in the concerned/relevant/allied subject from an Indian University, or an equivalent degree from an accredited foreign University.
- 2) A relaxation of 5 % may be provided (from 55% to 50% of the marks) to the Ph.D. Degree Holders, who have obtained their Master's Degree Prior to 19 September 1991.
- 3) A relevant grade which is regarded as equivalent of 55%, wherever the grading system is followed by a recognised university, at the master's level shall also be considered eligible.

**(B).** Qualified in National Eligibility Test (NET) or (SLET) in the subject Concerned:

**OR**

Ph.D. Degree awarded in accordance with the University grants Commission (Minimum Standards and Procedures for Award of Ph.D. Degree) Regulations 2009). i.e. the award of degree to candidates registered for the M.Phil./ Ph.D. Programme prior to 11 July 2009.

**OR**

Possesses a Ph.D. Degree who was registered for the Ph.D. Programme Prior to 11 July 2009 from any University recognised by the UGC. New Delhi only on the condition that such a candidate submits a Certificate from the Registrar /Concerned dean of the University concerned mentioning therein the applicant fulfil the conditions as under:

(a) Ph.D. Degree awarded to the candidate in regular mode only: (b) Evaluation of the Ph.D. Thesis by at least two external examiners;

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(c) Open Ph.D. Viva-Voce has been conducted;

(d) candidate has published two research papers from his/her Ph.D. work out of which at least one must be in a referred journal;

(e) Candidate has made at least two presentations in conferences/seminars, based on his /her Ph.D. works.

The Registrar/Dean issuing the certificate has to specially mentioned as condition (a) to (e) or individually separate made by the applicants.

## **Guidelines for Screening and or Shortlisting of Candidates for appointment to the post of Assistant Professor in the College.**

With a need to enable the duly constituted Selection Committee to have a comprehensive assessment of the required number of candidates, who would appear before them, in a time bound manner, applications received for the faculty position shall be screened on the basis of the academic and other related credentials of the candidates through the criteria detailed in this document.

This document is divided into following selections:

- I. Criteria for evaluation of candidates for determining their eligibility for their shortlisting for the interview.
- II. Constitution of Committee for Screening and Shortlisting.
- III. Shortlisting of candidates: Criteria and Process.
- IV. Constitution of the Selection Committee as per the provision of **Section 57B** of Bihar State Universities Act & Statute 1976 (amended up to date).

### **I. Criteria for evaluation of candidates for determining their eligibility for their shortlisting for the interview.**

For the post of Assistant Professor, the criteria for evaluation of candidates for determining their eligibility for shortlisting shall be on based on a 100-point scale. The distribution of marks will be as follows:

**Table**

Sr. No.	Academic Record	Score			
		80% & above =15	60% to less than 80% = 13	55% to less than 60% =10	45% to less than 55% = 5
1.	Graduation.	80% & above =25	60% to less than 80% = 23	55% (50% in case of SC/ST/OBC -non- creamy layer) to less than 60% = 20	
3.	M. Phil.	60% & above = 07	55% to less than 60% = 05		
4.	Ph.D.	30			

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5.	NET with JRF	07
6.	NET	05
7.	SLET/SET	03
8.	Research Publications (2 marks each research publication published in Peer – Reviewed or UGC Listed Journals.	10
9.	Teaching/Post Doctoral Experience (2 marks for one year each) #	10
8	Awards	
	International/National Level (Awards given by International Organisations/Government of India/ Government of India Recognised national Level Bodies)	03
	State-Level (Awards given by State Government)	02

#If the period of Teaching/Post-doctoral experience is less than one year, then the marks shall be reduced proportionately.

Note:

- (A) (i) M.Phil. + Ph.D. Maximum - 30 Marks  
(ii) JRF/NET/SET Maximum - 07 Marks  
(iii) In award category Maximum - 03 Marks
- (B) Number of candidates to be called interview shall be decided by the college.
- (C) Academic Score - 80  
Research Publications - 10  
Teaching Experience - 10  
TOTAL - 100
- (D) SLET/SET score shall be valid for appointment in college in respective State only.

## II. Screening & Shortlisting of Candidates: Criteria and Process

1. The Screening committee will draw a list of all the candidates indicating the marks scored by them in descending order i.e. starting from the candidate getting the highest marks toward the candidates getting the lower marks. The applicant securing less than 65 will not be included in the lower marks. The applicant securing less than 65 will not be included in the list of shortlisted candidates. **The screening shall be made by the expertee.**

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2. A minimum of 30 candidates for the first vacancy and 10 candidates for every additional vacancy shall be called for interview in order of their ranks in the list prepared by the Screening Committee on the basis of marks scored by the candidates. All the applicants having score same as the cut off arrived shall also be shortlisted for the interview.
3. Since, the college is a Muslim Minority Institution based on religious and linguistic, Preference shall be given to Urdu knowing candidates in shortlisting.
4. In case of any dispute with regard to screening of the applications, the decision of the Competent Authority shall be final.
5. The status of short-listing will be made available on the respective dashboard for information.

## **Selection Process**

- a. The selection process shall be transparent and the Selection Committee constituted as per the provision envisaged in 57B of B.S.U. Acts & Statute 1976 (amended up to date), shall consider both academic qualifications and performance in the interview both for selecting the candidates for the post of Assistant Professors.
- b. Educational qualification shall carry 100 Marks and Interview 15 Marks. The distributions of marks for academic achievement is given in the Table.
- c. The merit list will be prepared on the basis of addition of scores of academic qualification (Full Marks-100) and Interview (Full Marks-15) i.e. total marks-115.
- d. The Selection Committee will prepare a composite merit list of the subjects on the basis of vacancies.
- e. In the event of total marks obtained from the educational qualification and interview being the same candidate having marks in educational qualifications will be placed higher in the final list. In the event of candidates having same educational qualification marks, candidate who are elder in age according to the date of birth will be placed higher in the merit list.

**(Shabi Arfeen Shamsi)**

Secretary

Governing Body

Mirza Ghalib College, Gaya